

REQUEST FOR PROPOSAL PACKAGE

Program Year 08-09

RESERVE FUNDS

Carl D. Perkins Career and Technical Education Act of 2006

Title IA, Section 112 (c) (1)

June 23, 2008

A. The Purpose –

In part, the Carl D. Perkins Career and Technical Education Act of 2006, states

Section 135 C 12

for improving or developing new career and technical education courses, including the development of new proposed career and technical programs of study for consideration by the eligible agency and courses that prepare individuals academically and technically for high skill, high wage, or high demand occupations and dual or concurrent enrollment opportunities by which career and technical education students at the secondary level could obtain postsecondary credit to count towards an associate or baccalaureate degree;

Program Title: **New Teacher Pathway Training**, Carl D. Perkins Career and Technical Education Act of 2006, Reserve Funds, Title IA, Section 112 (c) (1)

The Office of Public Instruction is currently requesting applications for New Teacher Pathway Training. The Montana State Plan for Career and Technical Education states these funds are to be competitively let and jointly administered by the Office of Public Instruction and the Office of the Commissioner of Higher Education.

NOTE: Please read this application carefully, as the Perkins Law has changed and new requirements are in place for Perkins Funds. Direct all inquiries to CTE Division Administrator TJ Eyer at (406) 444-7915, teyer@mt.gov or Brad King at (406) 444-4451 bking2@mt.gov . Technical assistance is available and applicants are encouraged to use these services.

B. Distributions of Funds

Funds awarded for this grant must be used for all of the following to promote comprehensive professional development:

The requirements as given in Section 135 C 12

For improving or developing new career and technical education courses, including the development of new proposed career and technical programs of study for consideration by the eligible agency and courses that prepare individuals academically and technically for high skill, high wage, or high demand occupations and dual or concurrent enrollment opportunities by which career and technical education students at the secondary level could obtain postsecondary credit to count towards an associate or baccalaureate degree;

The New Teacher Pathway Training will target the 29 entry-level agricultural education teachers in Montana. The training will provide interactive hands-on knowledge and skills development in the following areas:

- Curriculum – including the revised Montana Agricultural Education curriculum as well as instructional resources from the Ag Ed Network and the National Association for Agricultural Education Communities of Practice
- National Agricultural Education Quality Program Standards – including the assessment to be completed by each agricultural education program in Montana in order to qualify for the funding provided through HB 464
- Federal and State CTE funding - including the online application forms and reporting forms
- Student Involvement – including Federal Law 105-225 requirements related to FFA and supervised agricultural experiences as intra-curricular components of the total agricultural education program.
- Youth leadership – especially as it relates to the agricultural education CTSO, FFA
- Professional growth and development – especially as those relate to advancing teachers within the profession, licensure renewal and advancing the field of agricultural education.
- Identify methods of on-going personalized technical assistance and support to participants once the conference after the conference is completed.

C. Applicant Eligibility

Eligible applicants are secondary and postsecondary educational institutions.

D. Timeline

- Event Registration: Saturday, September 26th, 2009
- Training and Workshops: Saturday, September 26th, 2009
- Closing session and debriefing of workshops: Sunday, September 27th, 2009

E. Components of the Proposals

Each proposal must contain the following information, which will be weighted as shown:

Points

Component

30

I. Rationale for the Project

Describe:

- The entity responsible for administering the project.
- A brief summary of the project director's qualifications, including education and/or work experience for directing the activities of the proposed project.
- The partnerships developed for this proposal. They may include but are not limited to partnerships among other secondary/postsecondary institutions, state agencies, and business and industry representatives. Any letters of support in the application must directly relate to the application narrative. If no other relevant service agencies exist in the applicant's service area, this must be stated as a substitute for evidence of coordination.
- The need this program is addressing that other programs do not address.
- The methods used to determine the relevance of the specific endeavors in the project.

II. CTE Student Leadership Development Program Plan

Narrative: Give an overview of the scope of the project to be implemented. Narrative must be coordinated with the Objectives, Activities and Evaluation plan below, and correlate with the budget narrative requirements.

Recent research has shown that approximately 50% of newly qualified agricultural education teachers become disenchanted and leave the profession within the first three years of teaching. Anecdotal evidence indicates Montana is within that norm. With an existing agricultural education teacher group whose majority is within five years of retirement eligibility, it is imperative that we take proactive steps to ensure adequate supplies of new highly qualified teachers both enter and remain in the profession.

The project will serve to orient entry-level teachers (those with 0-3 years experience). The Montana Association for Agricultural Education provides professional development opportunities during a summer update. However, few of the first year teachers attend the update conference, either because they have not yet been hired or they are not yet on contract with the hiring school. Thus, these teachers who, arguably, are most in need of the materials, resources, and skills available at the update conference, are the ones who are most left out.

Providing this New Teacher Pathway Training for these young professionals is intended to serve a similar purpose to the annual MAAE Update conference. By getting the essential resources and supplies in the hands of these young professionals, there will be a more progressive learning curve which will lead to less stress, less teacher burnout and will have a positive effect on the ability to retain quality educators for the expanding numbers of secondary agricultural education programs across our state.

The New Teacher Pathway Training will target the 29 entry-level agricultural education teachers in Montana. A train-the-trainer approach will be used to provide interactive hands-on knowledge and skills development in the following areas:

- Curriculum – including the revised Montana Agricultural Education curriculum as well as instructional resources from the Ag Ed Network and the National Association for Agricultural Education Communities of Practice
- National Agricultural Education Quality Program Standards – including the assessment to be completed by each agricultural education program in Montana in order to qualify for the funding provided through HB 464
- Federal and State CTE funding - including the online application forms and reporting forms
- Student Involvement – including Federal Law 105-225 requirements related to FFA and supervised agricultural experiences as intra-curricular components of the total agricultural education program.
- Youth leadership – especially as it relates to the agricultural education CTSO, FFA
- Professional growth and development – especially as those relate to advancing teachers within the profession, licensure renewal and advancing the field of agricultural education.

Objectives, Activities and Evaluations:

Objectives

Using the format provided, list the objectives that will be achieved as the result of the proposed project. All objectives must be quantifiable and address at least one of the State Core Indicators, included below.

1. Provide first, second and third year agricultural education teachers in Montana with the knowledge and skills to successfully prepare students for high skills, high wage careers
2. Retain entry-level teachers in agricultural education by providing necessary resources, support and mentorship.
3. Ensure that entry-level agricultural education teachers in Montana are fully vested in three main components of quality programs: classroom/laboratory, supervised agricultural experiences, and FFA youth development.

Activities to Achieve Objectives

Using the format provided, list the activities that will be carried out to accomplish EACH objective listed. State what will be done, by whom, and the timeframe for accomplishing these activities.

Evaluation

Using the format provided and the State Core Indicators, describe measurable methods you will use to determine the effect of **each** objective in attaining the State Core Indicators, as available below (measures given). Indicate when evaluations will occur during the project period, who will collect the data, and how it will be collected. Include a description of the tools of assessment that will be used to evaluate the activities.

1. Objective 1 will be evaluated through the National Quality Program Standards for agricultural education based upon each participant completing the NQPS assessment.
2. Objective 2 will be evaluated by examining the number of participants who continue to teach in the 2010-2011 year and beyond.
3. Objective 3 will be evaluated by the involvement of the participants in professional growth activities and the involvement of the participants' students in SAE, based on Form II and the involvement of participants' FFA chapters' in Career Development Events, activities, awards, and leadership development.

10

III. Budget Narrative and Budget Form

- Describe how the federal funds requested will be expended to conduct the planning and implementation of the proposal, using the provided detailed budget form and accompanying budget narrative form.
- When indirect costs are requested, the percentage must be negotiated IDC rate or 8%, whichever is the lesser amount.
- Although no match is required, describe what other funds, if any, will be used to achieve program objectives. **Specific statement must be made on non-supplanting of local or state funds.**

100

TOTAL MAXIMUM POINTS*

*Proposals that do not achieve at least 50 points will be disqualified. A proposal will be considered a "Qualified Plan" for rating ONLY if the Format for Proposal/Certificate & Assurances form is properly signed and included.

Preparation and Formatting Requirements

The Perkins Reserve Request for Proposal is to be prepared and formatted according to the following specifications:

- The proposal is to be postmarked OR received by the OPI offices via email **no later than midnight July 23, 2008.**
- Proposals will not be accepted if they are received after the above date, nor will they be accepted if incomplete or without the correct signatures. Electronic signatures are acceptable.
- Mailed proposals are to be submitted on white 8 1/2 by 11-inch paper using a 10 or 12-pt font.
- The pages of each copy of the mailed proposal are to be attached using a simple clip. Do not place the completed proposal in a binder or folder.
- The cover page of the proposal is the Format for Proposals form provided in this application packet.

Submit a hard copy of the Application Package, OR email to:

T.J. Eyer, Administrator
Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501

teyer@mt.gov



FORMAT FOR PROPOSALS
REQUEST FOR PROPOSALS FOR FUNDS FROM THE
CARL D. PERKINS CAREER AND TECHNICAL EDUCATION ACT OF 2006
RESERVE FUNDS

IMPORTANT: Please type or print in ink. You may submit this report through regular mail only. **PLEASE NOTE THAT LATE, INCOMPLETE OR UNSIGNED REPORTS COULD RESULT IN FORFEITURE OF GRANT MONEY FROM NON-FEDERAL FUNDS.**

Eligible Recipient-Secondary or Postsecondary Institution	Date of Application	Applicant or Project ID Number
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Title of Proposed Project in 14 words or less (if applicable):

Project Director

Director's Address	City	State	Zip
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Telephone Number (s)	Email Address
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Fax Number (s)

Fiscal Staff	Phone Number	Email
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CERTIFICATION

I certify to the best of my knowledge and belief that this report, is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

Project Director's Signature:	Date Signed:
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CERTIFICATION AND ASSURANCES
CARL D. PERKINS CAREER AND TECHNICAL EDUCATION ACT OF 2006

The applicant will comply with the requirements of P.L.105-332 (the Perkins Act) and all applicable federal and state rules and regulations, including timely reporting of fiscal and programmatic data. **In particular, P.L. 105-332 funds will be used to supplement, and in no case to supplant, state or local funds.**

The applicant assures the Montana Board of Regents that services provided under the approved project will be provided in accordance with P.L.105-332, will not discriminate or violate provisions of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, or Section 504 of the Rehabilitation Act of 1973.

Signature President, Dean or Principal	Printed Name	Date
Signature Project Director	Printed Name	Date
Signature Fiscal Agent	Printed Name	Date

**PERKINS CAREER AND TECHNICAL EDUCATION ACT OF 2006
OBJECTIVES, ACTIVITIES AND EVALUATION**

RESERVE PROGRAM

OBJECTIVES	ACTIVITIES	EVALUATION

Instructions for filling out a Budget Narrative

The Budget narrative is to follow the categories on the budget spreadsheet. This is a **SAMPLE BUDGET NARRATIVE** for you to refer to as you develop your own.

- For salaries, include a list of who is being paid, at what FTE and the total amount.
- Hourly wages – same as salaries
- Employee benefits – include a list of who is receiving benefits, what type of benefits, and how much is paid per benefit
- Consumable supplies – include a list of the types of supplies and the costs estimated with each. Please note that this category refers to items such as office supplies and while food may be considered consumable, it does not fit in this category.
- Minor equipment – the total cost for minor equipment must be under \$5,000.
- Travel – include a list of who is traveling, the mileage, lodging, meals, airfare, etc. Use the state approved reimbursement schedule. Mileage for use of a personal car is paid at 48.5 cents per mile if no state car is available and other conditions are met. Otherwise reimbursement is 24.5 cents per mile. In-state per diem is \$23 a day (\$5 breakfast, \$6 lunch, and \$12 dinner). Out of state per diem is \$36 per day (\$7 breakfast, \$11 lunch, and \$18 dinner). Lodging is \$73 in Montana. Out of state travel follows federal rates. If there is no receipt for lodging, the reimbursement rate is \$12 per night.
- Indirect costs – negotiated IDC rate or 8% whichever the lesser
- Major equipment – the total cost for major equipment must be over \$5,000.

If some line items are not applicable to your specific grant, then just enter \$0 or leave them off entirely. Additional questions contact Alyssa Townsend-Hudders at 406-444-0318.

Sample Budget Narrative-alter as needed

School Name
Program Name and Year

Personal Services

1. Salaries

Program Coordinator
.50 (Grade __) FTE \$ _____
Substitute Teachers
(needed when teachers are sent to meetings, trainings, conferences, etc.)
Approximately __ days at \$80 per school day \$ _____

Total Salaries \$ _____

2. Hourly Wages

Fiscal Manager (hourly rate multiplied by total hours)..... \$ _____

3. Employee Benefits

Program Coordinator
Health insurance \$ _____
PERS (rate __) \$ _____
FCIA (rate __) \$ _____
UCC (rate __) \$ _____
IAB (rate __) \$ _____
Fiscal Manager
Social Security (rate __) \$ _____
Retirement (rate __) \$ _____
Worker's Comp (rate __) \$ _____
Unemployment (rate __) \$ _____
Total Employee Benefits \$ _____

4. Total Personal Services \$ _____

Operating Expenses

5. Contracted Services \$ _____

Website development and maintenance

6. Audit Costs \$ _____

Brief description

7. Consumable supplies

Office supplies \$ 580.00

Software/computer supplies \$ _____

Total Consumable supplies \$ _____

8. Minor Equipment (<\$5,000)

Laptop computer \$ _____

Software update \$ 4060.00

Total Minor Equipment \$ _____

9. Printing

In house Xerox costs \$ _____

Newsletters and flyers \$ _____

Promotional materials \$ _____

Total Printing \$ _____

10. Postage and mailing \$ _____

11. Telephone

Monthly charge \$ _____

Long distance \$ _____

Cell phone \$ _____

Total Telephone \$ _____

12. Travel

State conference

Mileage (31 at an average of 469 miles x \$0.245 per mile) \$ 12,069.10

Lodging (12 rooms at \$73 per room, per night) \$ 1752.00

(Airfare _____, Lodging _____, Meals \$1190.00) \$ 1190.00

13. Rent \$ _____

e.g. conference room

14. Utilities \$ _____

15. Repair and maintenance \$ _____

16. Other \$ _____

17. Total Operating Expenses \$ _____

18. Indirect Costs (= < 8%) \$ _____

Indirect = negotiated IDC rate or 8% whichever the lesser

19. Major Equipment (=>\$5,000) \$ _____

Brief description

20. **Total Budget** \$ _____

Carl D. Perkins Federal Career and Technical Funds DETAILED BUDGET

Eligible Recipient: _____

Project Number: TBD _____

		<i>Original Budget</i>		<i>Revision No. 1</i>		<i>Revision No. 2</i>	
		Federal Budget	Other Funds	Federal Budget	Other Funds	Federal Budget	Other Funds
Personnel Services							
1	Salaries						
2	Hourly Wages						
3	Employee Benefits						
4	Total Personnel Services	\$0		\$0		\$0	
Operating Expenses							
5	Contracted Services						
7	Audit Costs						
6	Printing						
8	Consumable Supplies						
9	Minor Equip. (<\$5,000)						
10	Postage and Mailing						
11	Telephone						
12	Travel						
13	Rent						
14	Utilities						
15	Repair and Maintenance						
16	Dues, Subscriptions						
17	Training Cost-Registration Cost						
18	Other						
19	Total Operating Exp.	\$0		\$0		\$0	
20	Indirect Costs (= <8 %)	\$0		\$0		\$0	
21	Major Equip. (=> \$5,000)						
22	Total Budget	\$0		\$0		\$0	

Date: _____
State **Approved Signature:** _____
